

Student Non-Withdrawal Procedures for Out-Processing

AUTHORITY: 10 U.S.C. 3013, 26 U.S.C. 6041, DOD Directive 1015.2 DOD Instruction 1015.10 and E.O 9397 (SSN)

PRINCIPAL USE: Information is needed to out-process a Soldier.

DISCLOSURE: Voluntary; however, failure to provide requested information may result in the Soldier not being out-processed from the installation.

1. Please bring this form to your child's current school. They will sign and stamp this form, but will need a minimum notification of 48 hours to complete the process.
2. Return this signed form to the CYS Parent Central Services' Registration Office located at Schofield Barracks (Bldg. 1283, 241 Hewitt Street, #655-5314) or Aliamanu Military Reservation (Bldg. 1782, 154 Kauhini Drive, #833-5393).
3. A CYS staff member will sign and stamp the Soldier's out-processing form.

Please Complete One Form Per Student

Student's Name

Grade

School

- ☐ The Parent has visited our school and has discussed his/her permanent change of station (PCS) move.
- ☐ The Parent does not intend to withdraw his/her student at this time. We cannot give copies of records or sign the withdrawal form until the student has been officially withdrawn at a later date. This form is being accepted in lieu of a withdrawal form.

Signature & Stamp of School Personnel

Date